

EFFECTIVE

October 1, 2023.

Subject(s)

FOM 722-03A, Absent Without Legal Permission (AWOLP)

On April 11, 2023, the Administration for Children and Families (ACF) released a program instruction (PI), which outlines the required actions of title IV-E agencies regarding missing or abducted children. Plan amendments require more communication and detail to law enforcement and the National Center for Missing & Exploited Children (NCMEC). Additional reporting requirements include sending a photograph when possible, providing a detailed description of the child/youth, and including endangerment information.

Within 24 Hours

Previously the DHS-3198A, Unauthorized Leave Report to Court/Law Enforcement, was required to be completed within one business day. This form is now required to be completed within 24 hours of the supervising agency being notified of the child's/youth's absence.

Reports submitted to law enforcement now requires photo submissions when possible. Photo submissions to NCMEC will be determined by the child locator analyst in conjunction with the supervising agency.

Case managers must ensure the child's/youth's height, weight, sex, ethnicity, hair color, eye color, and any other physical features, such as tattoos, are updated in the electronic case record. Endangerment information such as the child's or youth's pregnancy status, prescription medications, suicidal tendencies vulnerability to being sex trafficked, and other health or risk factors must be included in all reports.

Ongoing Diligent Search Efforts

Monthly diligent search efforts must include the following:

- Contact with law enforcement.
- Contact with NCMEC.

Criteria to Place a Child/Youth on the Child Locator Website and NCMEC

In order to place a child's/youth's information on the Child Locator Website, the assigned case manager must complete the [DHS-710, Clearance to Publish Children AWOLP on MDHHS and NCMEC Web](#), and obtain the required signatures. The chart below summarizes the required signatures by legal status:

Legal Status	Authorized to Consent to Publication
1974 PA 150 - Delinquent	Legal parent/guardian If a legal parent is unable to be located or unwilling to sign, the court of jurisdiction must be petitioned for authority to publish identifying information.

To determine where reasonably possibly, the child locator analyst, in conjunction with the supervising agency will utilize the DHS-710, Clearance to Publish Children AWOLP on MDHHS and NCMEC Web and the DHS-3198A, Unauthorized leave Report to Court/Law Enforcement to assess the child's/youth placement on the child locator website.

When a Child/Youth is Located

A note has been added that requires case managers to provide information pertaining to the child's/youth recovery and circumstances related to the recovery.

General updates made for grammar and hyperlink additions/corrections.

Reason: Clarification by the Child Welfare Policy and Legislation Office and state plan requirements.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[FOM 722-03A](#)